



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers

WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEHR-E (690-500)


20 MAR 1998

MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS

SUBJECT: Deputy for Programs and Project Management Positions

1. Reference memorandum, CEHR-E, subject: Model Job Descriptions for Deputy District Engineer for Programs and Project Management, dated 30 December 1993, which is rescinded.
2. Review of qualification requirements for subject positions after several years of experience has led to a decision to remove the emphasis on technical engineering and science and to emphasize the need for broader program management knowledge and skills. This has led to a necessary revision to the model job descriptions issued by the referenced memorandum.
3. Enclosed are standard job descriptions, with supporting evaluation statements, for GS-15 and GS-14 Deputy for Programs and Project Management - Chief, Programs and Project Management Division positions at the district level. These descriptions replace the descriptions forwarded with the referenced memorandum and change the organizational and official titles of the positions. The new descriptions should be applied upon receipt, but not later than 15 May 1998. A standard job analysis which identifies the definition of specialized experience and knowledges, skills, and abilities for use in advertising and filling these positions is also enclosed. Other supervisory positions in Programs and Project Management organizations should also be classified in the GS-340 series and filled through merit promotion procedures.

Encls

  
JOE N. BALLARD  
Lieutenant General, USA  
Commanding

## Definition of Specialized Experience for Deputy for Programs and Project Management Positions

Experience comparable to the next lower grade in providing leadership in establishing and maintaining effective management processes and work environment conducive to effective integration of technical functions with the programs and project management business practices. Examples of technical functions include any or all of the following categories; general water resource development projects, vertical construction and associated infrastructure, and environmental restoration projects.

A Approved [Signature] 119 MAR 98  
JOE N. BALLARD/DATE

JOB ANALYSIS      PROGRAM MANAGER, GS-340-14/15

MAJOR DUTY

As Deputy for Programs and Project Management, delegated full authority for management decisions related to major district Civil, Military, Environmental, and Support for Others programs and projects.

Applies an extensive knowledge of management concepts, principles, and practices. Assures that the corporate effort will result in quality projects on time and at a reasonable cost. Provides leadership in establishing and maintaining effective management processes and a work environment conducive to effective integration of technical functions of planning, engineering, construction, operations, real estate, contracting, safety, and resource management project with programs and management business practices.

As Chief of the Programs and Projects Management Division, supervises a staff of program and project managers, administrative and support team members. Provides technical and administrative oversight and direction for all division activities. Responsible for the vertical and horizontal integration of products to produce the projects and manage the program for the district.

As the senior civilian, provides continuity of corporate leadership, interfaces with potential customers and sponsors represents the district commander at meetings, briefings, conferences, hearings, etc. with officials of other Federal agencies, state, county, and local authorities and the public on matters relating to district capabilities on proposed and approved projects. Makes district commitments and

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Ability to balance the integration of technical requirements knowledge with program and project business processes in establishing program/policy goals which reflect organizational goals, priorities, and values and to exercise leadership in implementing objectives and making decisions on the best business practices for the overall corporate good.

Ability to develop and lead multi-disciplined teams and team members to carry out complex projects and programs that cross functional/technical boundaries, and promulgate and implement solutions supporting the program and project management business process.

Knowledge of corporate vision, goals strategies; technologies, and business practices, and capabilities; and ability to articulate the corporate knowledge, vision and philosophy

speaks with the authority of the district commander in furnishing responses,

Implements controls to assure charges to projects reflect commitments to customers and partners on cost, quality, and schedules. Oversees and approves the formulation of and controls the district's operating budget.

to public entities in a self-confident, assuring manner.

Ability to develop, acquire, and allocate resources to effectively accomplish multiple project/program goals within established thresholds.

**SEB**  
**3.3.68**

STEPHEN BROWNING/DATE

*mmacicut*  
**3/5/58**

FRED CAVER/DATE

*Ballard*  
JOE N. BALLARD/DATE 1/19/1958